

Luis Troche
U.S. Environmental Protection Agency
1200 Pennsylvania Ave Nw
Washington, DC 20460

Tuesday, 24 October 2017

Commission on Environmental Cooperation Council Session

Dear Luis Troche,

Thank you for your interest in placing your guests for Commission on Environmental Cooperation Council Session with Starwood Hotels & Resorts. I am very pleased to introduce myself as your representative for Sheraton Oklahoma City Downtown Hotel. My goal is to provide seamless and efficient communication to find the best fit and value for your program. Detailed below is information on how your program would fit at our property. I look forward to speaking with you soon!

We are delighted to be able to offer you 1st option availability and are holding the space for you until **Thursday, 30 November 2017**, after which time the space is will be released if not confirmed.

Information Only

We are delighted to propose the following rates and information to you, please contact me directly if you wish to provisionally hold space and I would be delighted to assist.

Sheraton Oklahoma City Downtown Hotel

The Sheraton Oklahoma City Downtown Hotel is downtown's largest business and convention hotel with all meeting space located under one roof. We are located within steps of the Cox Convention Center and across from The Chesapeake Arena. An underground concourse connects our hotel to most of downtown, giving you convenient access to the city's venues and corporate offices. We are within two walking blocks of the Bricktown Entertainment District, where you'll find more than 30 restaurants, bars, clubs, canal rides, and a variety of entertainment. The famed Adventure District is a short 15-minute drive and features many attractions and museums. Across the street from the hotel are the beautiful Myriad Botanical Gardens, with outdoor water features and walking trails. Enjoy our Sheraton Fitness center, with 1,350 square feet of the latest weight, cardio, and strengthening equipment. Relax in our seasonal rooftop swimming pool and soak up some rays on the newly remodeled sun deck. Experience Block 23, one of Oklahoma City's great restaurants. Providing a fresh dining experience, this casual restaurant blends Oklahoma's rich history and its move toward modernism. Grab a cup of coffee and read a book in our new Library Coffee & Co. Gather with friends old and new over a cold beer, a glass of wine, or your favorite cocktail in Aria Lounge. Planning functions is easy in our 20,000 square feet of elegant meeting space, encompassing the One Broadway Ballroom with 29-foot ceilings that is ideal for gatherings of all sizes and styles. Each of our spacious guest rooms and suites includes an executive desk, a flat screen TV, wireless High Speed Internet Access, and two-line phones



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with data ports. Slip beneath the cozy duvet of our Sheraton Signature Sleep Experience, and rest up for the next day. Our award-winning staff looks forward to welcoming you and your group to the beautiful Sheraton Oklahoma City Downtown Hotel.

Accommodations

Any changes of pattern or quantities are subject to availability and may incur a rate change.

Attendees Room Block

	Sat, Jun 23, 2018	Sun, Jun 24, 2018	Mon, Jun 25, 2018	Tue, Jun 26, 2018	Wed, Jun 27, 2018	Total
Standard Guest Room	5	15	116	116	116	368

Total Number of Guestrooms: 368

Accommodation Rates

Kindly note all rates are exclusive of Breakfast and Tax unless otherwise stated. Rates are valid for the services, dates and numbers offered above.

Attendees Room Block

Rooms	Single Rate	Double Rate
Standard Guest Room	\$95	\$95

Schedule of Events

Kindly note all rates are exclusive of Tax unless otherwise stated.

Date	Function Description	Function Space	# PPL
Sun, 24-Jun-2018	Set-Up Day – CEC Secretariat	All Function Spaces	
Mon, 25-Jun-2018	Set-Up Day – CEC Secretariat	All Function Spaces	
Tue, 26-Jun-2018	Canada Delegations	Frontier Country	15
Tue, 26-Jun-2018	GSC/SEM Room	Executive Boardroom	6
Tue, 26-Jun-2018	JPAC Delegations	Green Country	20
Tue, 26-Jun-2018	JPAC Public Session	Plaza Ballroom	180
Tue, 26-Jun-2018	Media Room	Brick Room	10
Tue, 26-Jun-2018	Mexico Delegations	Great Plains	15
Tue, 26-Jun-2018	Secretariat Delegations	Red Carpet	20
Tue, 26-Jun-2018	US Delegations	Kiamichi	15
Tue, 26-Jun-2018	VIP Room - Minister's Trilateral Meeting Room	Wine Room	9
Tue, 26-Jun-2018	Delegations Lunch	18th Century	100
Tue, 26-Jun-2018	Participants Lunch	One Broadway Ballroom	180
Wed, 27-Jun-2018	Canada Delegations	Frontier Country	15
Wed, 27-Jun-2018	Council In-camera Session	19th and 20th Century	100
Wed, 27-Jun-2018	Council Public Session	Plaza Ballroom	1
Wed, 27-Jun-2018	GSC/SEM Room	Executive Boardroom	6
Wed, 27-Jun-2018	JPAC Delegations	Green Country	20
Wed, 27-Jun-2018	Media Room	Brick Room	10
Wed, 27-Jun-2018	Mexico Delegations	Great Plains	15
Wed, 27-Jun-2018	Secretariat Delegations	Red Carpet	20
Wed, 27-Jun-2018	US Delegations	Kiamichi	15

Date	Function Description	Function Space	# PPL
Wed, 27-Jun-2018	VIP Room - Minister's Trilateral Meeting Room	Wine Room	9
Wed, 27-Jun-2018	Council Private Breakfast	Block 23	9
Wed, 27-Jun-2018	Delegations Lunch	18th Century	100
Wed, 27-Jun-2018	Participants Lunch	One Broadway Ballroom	180
Wed, 27-Jun-2018	Participants Lunch	One Broadway Ballroom	180
Total			

F&B Minimum: \$9,000

Rental Minimum: \$14,375 (Waived if Food & Beverage Minimum is Met)

Concessions

- Complimentary WiFi in Sleeping Rooms
- Complimentary WiFi in Meeting Function Spaces
- Waived Meeting Function Space Rental of \$14,375 if Food & Beverage Minimum is Met
- 10% OFF Audio Visual if Contract is Signed by Friday, December 8th, 2017

All banquets and meeting related charges (meeting room rental, set-up fees, food & beverage, audio/visual, etc) is subject to a taxable 23% service charge and all applicable local and state taxes, which is currently 8.375%.

If you have any questions or require any additional information, please feel free to contact me.

Kind Regards,

Jessica Szeto
Sales Manager
jszeto@sheratonokc.com
405-815-6020



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